



ALABAMA BOARD OF COSMETOLOGY

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[www.aboc.state.al.us](http://www.aboc.state.al.us)

APPLICATION FOR CONTINUING EDUCATION PROVIDER

- **Please Submit One Original and Seven Copies of Application and Supporting Documents at Least Ninety Days Prior to Seminar.**

Seminar Date: \_\_\_\_\_ Total Seminar Hours \_\_\_\_\_

Physical Site: (Motel, Etc.) \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

NAME OF PROVIDER \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ PHONE \_\_\_\_\_

DESIGNATED PRINCIPAL (IF DIFFERENT FROM CONTACT) \_\_\_\_\_ PHONE \_\_\_\_\_

Title and Brief description of Course: \_\_\_\_\_

- Applications must be submitted at least 90 days before date of seminar and requests for exceptions must be in writing.
- Only seminars physically conducted in Alabama will be approved.
- Physical attendance at seminars is required for licensees to receive credit.
- Facilities must be in acceptable condition and of adequate size.
- Seminars must meet Board standards and contribute directly to professional competence of attendees.
- Instructors must be recognized experts in their profession and must make presentations in person.
- Individual Instructors or presenters may not instruct for more than four (4) hours in one day.
- Instructors or presenters must **issue** written disclaimers that no representation is made that attendees may perform any practice referred to in any presentation which is outside the scope of their licensure.
- Instructional materials must be current and technically correct.
- Promotion of brand names are not allowed. Only generic references may be used.
- Providers must notify the Board office at least fifteen (15) days before canceling or rescheduling seminars or any future seminars by such providers will not be approved for at least one year from the date seminar was scheduled.
- Proper record of registration and attendance must be kept for at least three (3) years.
- A person designated as principal must be present at all activities.
- Seminars must be organized in fifty (50) minute modules (which count as one hour) of continuous group participation.
- After approval, the Board must be notified of any changes in course content or instructors with accompanying documentation.
- After the seminar, a list of attendees must be sent to the Board office. Failure to comply with this requirement may jeopardize approval of future seminars.

SIGNATURE OF RESPONSIBLE PERSON \_\_\_\_\_ DATE \_\_\_\_\_

FOR ABOC USE ONLY

DATE RECEIVED: \_\_\_\_\_

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

DISAPPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

CERTIFICATION NUMBER: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_

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ATTENTION: This Page Does Not Have To Be Returned With Application

- Applications must include the following:
  1. Credit hours proposed.
  2. Name of designated principal who will be present at all activities.
  3. Daily agenda in which seminar is organized in 50-minute modules of continuous group participation.  
(Each module counts as one (1) hour).
  4. A detailed course outline identifying each 50-minute module must be included.
  5. An educational objective for each 50-minute module must be included.
  6. Examples or adequate description of all course materials.
  7. Instructor for each 50-minute module must be furnished.
  8. Detailed biographical sketch or resume of each instructor must be furnished.
  9. Method of monitoring and recording registration and attendance, including restroom breaks, etc.
  10. Examples of sign in and attendance sheets must be included.
  11. Where records of registration and attendance will be stored for at least three (3) years.
  12. A sample completion certificate awarded to attendees which includes:
    - A. Provider's name
    - B. Date and location of seminar;
    - C. Credit hours of program;
    - D. Name and license number of attendees;
    - E. Board certification number of seminar.
  13. Example of attendee evaluation form for seminar.
  14. The following general subjects are acceptable if outlined standards are met. The Board may revise requirements from time to time, and changes will be sufficiently publicized.
    - A. Principles of Cosmetology
    - B. Principles of Nail Care
    - C. Principles of Esthetics
    - D. Principles of Instruction
    - E. Public Health Issues and Concerns
    - F. Salon/Spa Management
    - G. Internal Revenue Service Regulations
    - H. Computer Skills
    - I. Business Administration
    - J. Specialized Skills
    - K. Other Subjects Which Contribute to Professional Competence of Licensees
  15. Attendees must be notified in writing that any instructor or presenter who makes any reference to practices not within the scope of the attendees' licensure is for informational purposes only and does not represent that licensees may actually perform any practice for which they are not licensed. This should be given to attendees when they are signing in at the continuing education site.